



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
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FORT BELVOIR, VIRGINIA 22060-6222

JUN 15 2004

IN REPLY
REFER TO **GENERAL ORDER**
NO. 06-04

DESC-R

I. **AUTHORITY:** By Direction of the Director, Defense Energy Support Center (DESC)

II. Pursuant to the cited authority, and effective immediately, The Government Fuel Card Program Management Office (DESC-K) is established. DESC-K will establish and manage metrics designed to assess fuel credit card usage, discrepancies, misappropriation, use of discounts, rebates, taxes, and payment issues. DESC-K will establish the roles and responsibilities for use down to the cardholder level and oversee and establish an organization structure and identify the Component Manager, Head of the Activity and Agency/Organization Program Coordinator for each of the Services and define their roles and responsibilities. DESC-K will serve as process owner for centralized customer source media (AIR, SEA, and DoD Fleet Card programs or any other fuel cards sponsored by DESC). DESC-K will consist of three offices as follows:

A. The Accounts Management Office (DESC-KA) will work closely with the military services representatives, federal agency contacts, and state and local law enforcement agency representatives, credit card providers, contractors, and other commodity business unit personnel. DESC-KA will also monitor transactional data, establish new accounts, change account information, or validate account cancellations.


B. The Technical Interface Office (DESC-KB) will develop and disseminate policy and procedures for enrollment, issuance, and usage of fuel cards. Guidance shall be promulgated to the Approving Official, Certifying Officials, Accountable Officials, and Cardholders to ensure proper use of the fuel cards, individual accountability and invoice validation requirements. Responsible for system interfaces, legacy system enhancements, and system change requests, as needed. DESC-KB controls system accessibility for card customers at various levels to access Business System Modernization (BSM) Energy, and Fuels Automated System (FAS) and FAS Enterprise System (FES). DESC-KB will research, analyze and resolve technical issues received from the account managers. DESC-KB will automate Accountable Official database to perform monthly alerts or PM notifications, disseminate guidance promulgated to the Approving Official, Certifying Officials, Accountable Officials, and Cardholders along with providing technical interface with BSM Energy.

C. The Management Controls Office (DESC-KC) will conduct analysis, oversight, and inspection of card accounts and supply chain elements involved in card acceptance and posting of sales data precipitated by cards. DESC-KC will establish and implement management controls and program oversight, inspection, reporting, analysis and training to include limiting the span of control on the number of accounts for the Agency/Organization Program Coordinator, detection of fraud and abuse, electronic invoice review and certification, and processing rebates and transaction fees.



III. The DESC Organization, Mission and Functions Manual (DESC) 5810.1 will reflect the detailed mission, functions, references, and definitions. Staffing will consist of a total of eleven government employees under the Government Fuel Card Program Management Office as reflected in the attached organization chart. This general order authorizes function and personnel realignments or recruitments accordingly.

BY ORDER OF THE DIRECTOR:


CAROL O'LEARY
Director
Directorate of Resources Management

Attachment:
DESC-K Organization Chart

DISTRIBUTION:
DSS
CSO-C

PROPOSED

